

Application Scoring Summary

Following award announcement, all applicants that pass IHCD's completeness and threshold reviews will receive a copy of their final score sheet in order to assist in the preparation of future applications. At the completion of each funding round, a memo containing a detailed description of each award approved by the Board of Directors is posted on the IHCD website. Additionally, a list is posted of all funded and non-funded applicants on [IHCD's website](#). This list includes the scores of all funded applicants.

If an application satisfies all applicable requirements, it will be evaluated and scored based on:

Organizational Capacity	56
Community Need	15
Financial Management	29
Total Possible	100

The minimum scoring threshold for applications will vary as follows:

<u>Number of Previous "CHDO Works" Awards</u>	<u>Threshold</u>
0 awards	55 points
1 award	65 points
2 or more awards	75 points

Any application that falls below its respective threshold will not be recommended for funding.

1. Organizational Capacity

A. Award Purpose

Use of CHDO Works funding	2 points
How organizational capacity is improved / increased	2 points
New accomplishments / goals due to award	2 points
How organization will be enabled to accomplish new goals	2 points

B. Housing Production History

Points will be awarded based on the number of units where construction or rehabilitation was completed by the CHDO in the last three (3) years. An emergency or youth shelter bed does count as a unit.

1-10 units or	1 point
11-20 units or	2 points
21-30 units or	3 points
31-50 units or	4 points
51 or more units	5 points

C. Strategic Plan

Points will be awarded to applicants that have completed a strategic plan that includes housing and capacity building within the past 5 years as of the application due date. The plan must include at least one of the two years to be covered under the CHDO Works award and must cover a minimum of 3 years. Include a copy of the cover page (indicating the date it was adopted by the board of directors) and pertinent sections related to housing and capacity building in the application. To be eligible to receive points the plan **MUST** include a statement on the cover page saying "Adopted by the Board on X date." The date referenced must be specific (i.e. March 2005 is not adequate). If the adopted date was not included on the cover page, then the minutes of the meeting in which the plan was approved must be included with the application.

Identifies specific capacity building goals	2 points
Includes both short and long-term performance objectives that address each goal	2 points
Includes a timeline for the accomplishment of each objective AND identifies who will be responsible for accomplishing this objective	2 points

D. Access to Skilled Individuals

Points will be awarded for the organization's access to skilled individuals in the following categories whether they are currently paid staff, third-party consultants, or volunteers.

Bookkeeper or Accountant	2 points
Housing Counselor	2 points
Construction Manager	2 points
Property Manager	2 points
Lead Risk Assessor or Lead Construction Supervisor (Must include a license number)	2 points
Grant Writer or Fundraiser	2 points

E. Community Development Partnerships

The applicant has demonstrated, via a copy of their membership roster or dues paid receipt, that it is an active member of one of the following:

- Indiana Association of Community and Economic Development (IACED)
- Indiana Coalition on Housing and Homeless Issues (ICHHI)
- Other statewide community development organizations as listed and described in the applicant's application.

3 points

F. Housing Development Related Training

Points will be awarded based on the number of separate housing related trainings that a current employee or board member of the applicant has participated in within the past 12 months.

One training session attended	2 points
Two training sessions attended	4 points
Three training sessions attended	6 points

G. Commitment to Professional Development

The applicant has reserved 10% of the total CHDO Works budget for future training of its employees.

10 points

H. Housing Development Certification

Applicant's current paid staff has completed at least one of the following training courses and received the appropriate certification. Please provide a copy of the certificate received in the application.

5 points

- 1) Project Development Training Sponsored by IACED
- 2) National Development Council Housing Development Finance Professional
- 3) Development Training Institute
- 4) Neighborhood Reinvestment Training Institute Professional Certification

Maximum Number of Points	56
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2. Community Need

A. Serving Unmet Need

Clearly defines market area	2 points
Identifies housing needs within that market	2 points
Identifies other agencies or service providers and niches they occupy	2 points
Defines proposed niche and plan to complement the work of the other housing agencies in the area	2 points
Identifies ways to cooperate/partner with other agencies and service providers	2 points

B. Previous HOME CHDO Awards by County

Points will be awarded based on the previous HOME CHDO awards factor listed in the Appendices for the applicant's service county. Applicant's serving multiple counties should average the points for all of the counties served.

Third of Indiana counties receiving the least amount of HOME CHDO awards	5 points
Middle third of Indiana counties in terms of HOME CHDO awards	3 points
Third of Indiana counties receiving the most HOME CHDO awards	0 points

Maximum Number of Points	15
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3. Financial Management

Applicants must provide IHCD with their three most recent tax returns filed with the IRS. The tax returns must be for fiscal years ending in 2004 or later (i.e. 2005, 2004, and 2003 or 2004, 2003, 2002.) If the applicant has been in existence for less than 3 years, IHCD will accept all tax returns since incorporation but there must be at least one.

A. Current Assets to Current Liabilities Ratio

Please obtain current asset and current liability information from Part IV of Form 990 (current assets: sum of lines 45, 46, 47, 48, and 49 / current liabilities: sum of lines 60 and 61).

Greater than or equal to 2	6 points
Greater than or equal to 1.5 but less than 2	3 points

B. Deficit Ratio

Applicant's deficit ratio for the past three years or since incorporation, whichever is less, is greater than 0%. Please obtain total revenue and total expense information from Part I of Form 990 (total revenue: line 12 / total expenses: line 17).

$$\frac{\text{Average Total Revenues} - \text{Average Total Expenses}}{\text{Average Total Expenses}} \times 100$$

5 points

C. Fiscal Oversight

Fiscal Oversight Committee Structure / Responsibilities	2 points
System of Checks and Balances	2 points
Accounting Records	2 points

D. Other Funding Sources Ratio

Applicant has demonstrated through their annual budget that the ratio of other non-CHDO Works funds to total revenue for housing programs only is greater than 25%.

25-49.9% or	4 points
50% - 74.9% or	6 points
75% or greater or	8 points

E. Financial Reserve Policy

Applicant has a policy in place to promote the building and retention of cash reserves in an amount sufficient to keep the applicant solvent in the event of an unforeseen disruption of incoming revenue for a period of time determined to be sufficient by the governing body, generally 1 – 6 months.

4 points

Maximum Number of Points	29
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6. Reduction of Points for Completeness Issues / Technical Errors

One point will be deducted from the applicant's total score for each issue that is discovered regarding completeness of the application and/or technical issues. Applications that pass the Threshold Review will be scored and ranked according to IHCD's published scoring criteria. After the final score has been determined, points will be deducted from that score before it is ranked.

Maximum Number of Points	-20
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Notwithstanding the point ranking system set forth above, IHCD reserves the right and shall have the power to allocate funds to an applicant irrespective of its point ranking, if such intended allocation is: (1) in compliance with applicable statutes; (2) in furtherance of promoting affordable housing; and (3) determined by IHCD's Board of Directors to be in the interests of the citizens of the State of Indiana.

Assistance may be provided in the form of grants; however, funds will be awarded only in amounts appropriate to the scope of the identified need. IHCD reserves the right to determine the exact amount and type of assistance needed for each individual housing activity.